Cash Manifest & Transmittal Form

EDFUND
A SERVICE OF THE
CALIFORNIA STUDENT
AID COMMISSION

Section A: Lender Information

Lender Name

Lender ID Number
____ ____ ____ ____ ____ ____ ____ ____

Date

Section B: Accounting Transactions

Manifest Date _____/_____/_____   Wire Date _____/_____/_____   **Payment Type:** ☐ Check   ☐ Wire   ☐ No Payment   Check or Wire Amount $_____

Disb. Count _____   Disb. Amount $_____   Disb. Fee Amount $_____   PIF/R Count _____   PIF/R Fee Amount $_____   Refund Count_____

Section C: EDFUND USE ONLY

New Manifest date_____/_____/_____

Section D: Lender Manifest

Loan type: ☐ Stafford Subsidized/Unsubsidized   ☐ SLS   ☐ PLUS   **Transaction type:** ☐ Disbursement   ☐ Paid in Full/Return   ☐ Refund

Manifest type: ☐ Batch/On-line   ☐ Paper Manifest   ☐ Reject Report   ☐ Non-Disbursed Loan Report   ☐ Reinstatement (CSAC approval required)

Section E: Loan Detail Transactions

1) Transaction Code	2) Borrower's Social Security Number	3) Loan ID Number	4) Disbursement ID	5) Disbursement/Refund Amount	6) Disb./Refund Rec. Date (mm/dd/yyyy)	7) Premium Fee Amount	8) Reason Code	9) Stafford Code	10) OVRD Code

TRANSACTION CODE		REQUIRED COLUMNS	REASON CODES
D	Disbursements	1-9 for Stafford, 1-8 for PLUS 10 for all loan types if a late disbursement under special circumstances	N, A, U, P
P/R	Paid-in-Full/Returns	1-9 for Stafford, 1-8 for PLUS	R, P
F	Refunds	1-3, 5-6, 8*	R* (for refund reversals only)

AUTHORIZED SIGNATURE:_____

CONTACT NAME (PRINT):_____

TELEPHONE NUMBER: (_____)_____

SERVICER NAME:_____

Make checks payable to: EDFUND

SUBMIT WHITE & PINK COPIES TO:

EDFUND
Attn: Origination and Guarantee Services Branch
P.O. Box 419046
Rancho Cordova, CA 95741-9046

Note: Lender should only use one type of transaction & one type of loan program per form.

L-40A (11/97)   **Distribution: White & Pink — EDFUND**   **Yellow — Lender**

Section A: Lender Information (Required for all manifest types; see Note)

• Lender's Name — Enter the name of the lender/servicer submitting the manifest.

• Lender's ID# — Enter the lender identification number assigned to the lender by USDE.

• Date — Enter the date the lender is completing the manifest form.

Section B: Accounting Information (Required for all manifest types; see Note)

• Manifest Date — Enter a unique date assigned by the lender to process this particular manifest. **(This date must be in the past, and it may only be used once for a cash manifest batch).**

• Wire Date — Enter the date the lender wired the funds.

• Payment Type — Enter the method being used to pay Insurance Premium Fees, and the dollar amount being submitted.

• Disb. Count — Enter total number of disbursement transactions in this batch manifest.

• Disb. Amount — Enter total disbursement amounts in this batch manifest.

• Premium Fee Amount — Enter total dollar amount of the Insurance Premium Fee submitted with this batch manifest.

• PIF/R Count — Enter total number of paid in full/returned check transactions in this manifest.

• PIF/R Fee Amount — Enter total amount of fee refund expected from this batch manifest.

• Refund Count — Enter the total number of refund transactions (including reversals) in this manifest.

Section C: EDFUND USE ONLY

• New Manifest date — Please leave blank.

Section D: Lender Manifest (Required for all manifest types; see Note)

• Loan Type — Indicate the program type of loan accounts in this batch manifest **(only one program type per manifest form).**

•Transaction Type — Indicate the type of transaction submitted in this batch manifest **(only one type of transaction per manifest form).**

• Manifest Type — Indicate the method used for reporting this batch manifest.
 (NOTE: Reinstatements require EDFUND approval).

Section E: Loan Detail Transactions (Required for all Paper & Reinstatement manifests; see Note)

Column 1: Transactions Codes
Transaction codes are used to report the status of the borrower's loan(s). **Only one type of transaction may be reported per form.** Each transaction requires the completion of the following items:

Code	Transaction	Required Columns to Complete
D	Disbursements	1-9 for Stafford, 1-8 for PLUS; 10 for all loan types if disbursement under special circumstances
P/R	Paid-in-full/Returns	1-9 for Stafford, 1-8 for PLUS
F	Refunds	1-3, 5-6 and 8 for refund reversals

Column 2: Borrower's Social Security Number
Enter the Social Security Number of the borrower.

Column 3: Loan Identification Number (LID#)
Enter the loan identification number assigned to the loan being manifested.

Column 4: Disbursement Identifier
Enter the disbursement ID assigned to that specific disbursement segment.
1 = first disb., 2 = second disb., 3 = third disb., 4 = fourth disb.

Column 5: Disbursement/RefundAmount ($)
For disbursements and paid-in-full/returned checks, enter the amount of the disbursement segment (include origination and insurance premium fees). For refunds, enter the amount of the refund received. If reversing a refund (removing a previously applied refund), enter the amount of the refund to be reversed.

Column 6: Disbursement/Refund Rec. Date
Enter the actual month, day, and year of the disbursement segment. For refunds, enter the month, day, and year the refund was received.

Column 7: Insurance Premium Fee Amount
Enter the amount of the insurance premium fee charged for each disbursement. If less than the guaranteed amount is disbursed, the lender is required to recalculate the insurance premium for the disbursement transaction and report it with the appropriate reason code.

Column 8: Reason Code
The reason code defines the transactions requested. For each transaction requested use the following reason codes:

For Transaction Type:	Reason Code	
Paid-in-full/Returned Check	R	A returned check on the first disbursement
	P	A returned check on the second or subsequent disbursement
Disbursements	N	Used to do a normal disbursement on either a single or a multiple disbursement.
	A	Used to reduce the amount on a multiple disbursement without canceling the remaining disbursement segments. Lender is required to recalculate the premium fee.
	U	Used to reduce the amount of a single disbursement. Lender is required to recalculate the premium fee.
	P	1) Used to reduce the amount of a multiple disbursement canceling the remaining disbursement segments. 2) Used to combine disbursement segments canceling the remaining disbursements. 3) Used to reduce the last disbursement segment of a multiple loan. 4) Used to process the 1st disbursement canceling the 2nd disbursement. 5) Used to change a multiple disbursement into a single disbursement canceling the remainder of the loan. **The new single disbursement must meet federal requirements.**
Refunds	R	Used only when reversing (backing out) a refund that has been applied to a loan.

Column 9: Stafford Code
Indicate if the transaction reported is on a subsidized Stafford or unsubsidized Stafford loan. Use "S" for Subsidized Stafford loan and "U" for Unsubsidized Stafford loan.

Column 10: Override Code
Insert the letter "L" if the loan was re-disbursed more than 90 days after the end of the loan period under exceptional circumstances or if it was a late disbursement and was re-disbursed within 90 days from original disbursement date.

The lender contact information at the bottom of the form is required. The person completing the form should sign it, print their name and telephone number, including extension. If the form is completed for the lender by the servicer, indicate the name of the servicer.

NOTE: If lender is reporting cash transaction via paper manifest, Sections A, B, D, & E must be completed on the form. If batch consists of more than one manifest form, only Section A & D must be completed on the subsequent forms in the batch. The manifest must be submitted with the associated fees.

If lender is reporting cash transactions via a report or transmitting electronically, only Sections A, B and D must be completed on the form and submitted with the associated fees.